

**Embassy of the United States of America**



Islamabad, Pakistan  
Date: November 04, 2016  
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To: Offeror

Request Number: **5758284**

From:

International Narcotics and Law Enforcement Pakistan  
Procurement Department  
US Embassy  
Diplomatic Enclave, Ramna 5  
Islamabad

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**Subject: Request for Price Quotation – Supply and Installation Of Telephone Exchange..**

The Bureau of International Narcotics and Law Enforcement Pakistan (INL-P) U.S Embassy Islamabad requests your price quote **on a priority basis but not later than November 25, 2016** for the **following item/services:**

**1. ITEM DESCRIPTION**

INL-P requires the Items & services of a Contractor to Supply and install, test, commission and operational training to the staff, a telephone exchange at one of our end user agency's building located in Islamabad as described in Statement of Work (SOW).

**SCOPE OF WORK:**

a) Background and Purpose:

INL-P Islamabad requires the services of a Contractor to Supply and install, test and commission Telephone Exchange at a building located in Islamabad.

The Contractor shall provide all necessary managerial, administrative and labor personnel as well as all necessary transportation, equipment, tools, supplies and materials required to perform installation, testing and commissioning of 1 Each Telephone Exchange with 208 extensions. The contractor shall perform all activities in accordance with the manufacturer's specifications, drawings, applicable codes and verbal/written instruction of Point of Contract (POC).

**Listing of Major Contract Work:**

1. Supply and installation of all kind of material and accessories required for the project.
2. All the Items labor, vehicles, tools, cables, material, fittings and accessories required for the project shall be contractor's responsibility.
3. All the material and accessories that are not listed here but required for project completion shall be supplied by the contractor.
4. Installation of Exchange and all the extensions at different locations in the building.
5. Connection of all required accessories of the Exchange.
6. Connection of all required accessories of the Telephone lines.
7. Disconnecting, reconnecting and fixing of wiring, cables and accessories of the existing network to connect the Communication System.
8. Laying of cables underground and above ground in PVC schedule-40 or schedule-80 conduit or EMC rigid conduit with proper accessories.
9. Sealing of all panels and cable entry points to prevent foreign objects.
10. Use PVC glands of approved quality for power and control cable entries.
11. Complete testing including Muzzer test, continuity test, phase sequence test, voltage current test, and all other tests required by POC during installation, testing, commissioning and maintenance period shall be performed by contractor.

**c) Minimum Requirements:**

1. The Contractor shall provide an experienced personnel to supervise the project during installation, testing, commissioning, and one-month maintenance period.
2. Contractor must have sufficient resources to execute work.

3. Contractor shall provide list of at least 3 projects that completed in recent times with contact numbers of contact person at the site.

**d) Work Requirements:**

The Contractor shall provide full service to complete installation, testing of equipment. The Contractor shall ensure that Telephone Exchange, and other related equipment are in a safe and efficient operating condition after commissioning.

**e) Reporting of equipment abnormalities –**

All equipment operational abnormalities and defective components noted by the contractor shall be immediately reported verbally to the POC or his Representative. In addition, all deficiencies shall also be noted in writing by the contractor and submitted to the POC upon completion of each installation.

**f) Trouble Call Response Service:**

The Contractor shall provide, at no extra cost, a 24 hours/day, 7 days/week, coverage for emergency trouble calls during the one-month maintenance period. A trained mechanic shall be on call and visit the site within a one-hour time period of the placement of an emergency trouble call by the Contracting Officer or POC.

**g) Hours of Performance:**

The Contractor shall schedule all project activities during normal business hours which are defined as 9:00 to 16:00 Monday to Friday, excluding local holidays, unless approved in advance by

**h) Completion Time:**

Transportation, installation, testing, and commissioning of Telephone exchange and extensions should be completed in Two week (14days) in accordance with SOW.

**i) Duration:**

Contractor shall not be allowed to change the quoted price during the period of one year from the issuance date of purchase order.

**2. Inspection and Acceptance:**

The POC will inspect from time to time the services being performed to determine whether work is being performed in a satisfactory manner

**2.1 Price of Supply and Installation of Telephone Exchange and Extentions.**

S/No	Item Description	Quantity	Price of per Unit (in PKR)	Total Price ( in PKR)
1	Supply of Telephone Exchange.  PABX Specifications:  1. 60 Channel PRI  2. 208 Analog Extensions  3. 80 Digital Lines  4. 16 CO Trunk lines  5. Voice mail and advance messaging  6. Built in UPS with 4 hours Plus backup  7. Call Logging Software  8. Complete Wiring	<b>01</b>		
2	Installation, testing and commissioning of Exchange and Extensions in accordance with SOW mentioned above.			
3	Ducts 6700 RFT Pair Cables 14500 RFT UG Cables 3800 RFT Face Plates 250 Each MDF			
<b>Grand Total Price</b>				

\*\* Price should be inclusive of all associated factors mentioned in SOW.

## 2.2 Government Furnished Property/Equipment

☒ The Contractor is responsible for the proper care, maintenance and use of Government property in its possession or control from time of receipt until properly relieved of responsibility in accordance with the terms of the contract. The Contractor shall pay all costs for repair or replacement of Government furnished property that is damaged or destroyed due to Contractor negligence.

☒ The Contractor shall maintain written records of work performed, and report the need for major repair, replacement, and other capital rehabilitation work for Government property in its control.

## 2.3 Insurance

The contractor is responsible for obtaining whatever insurance is necessary according to local laws. The contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the contractor, its officers, agents, servants, and employees, or any other person, arising from an incident to the contractor's performance. The contractor shall hold harmless and indemnify the Government from any and all claims arising there from, except in the instance of gross negligence on the part of the Government.

## 2.4 Safety

The Contractor shall maintain schedules (if any) provided by the U.S. Embassy. The Contractor shall be responsible for quality control and perform inspection visits to storage/auction place on a regular basis.

The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs, and practices pertaining to labor, safety, and similar matters. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the U.S. Embassy POC. Contractor shall provide proper scaffolding and fall protection.

Any person working at a height greater than six feet (1.8 meters) shall be provided with fall

protection. Regardless of height, if a worker can fall into or onto dangerous machines or equipment (such as an air conditioner or cement mixer) employers must provide fall protection. The contractor is responsible to take appropriate measures in terms of safety (safety equipment and other adequate steps required by U.S. as well as local law) of the U.S. Government property and contractor's employees. U.S. Government will take no responsibility of any incident occurring because of contractor's negligence, safety violations and consequently any damages to the contractor's property and/or personnel.

#### 2.5 Access to Government Buildings and Standards of Conduct:

The Contractor shall designate a representative who shall supervise the project, and be the Contractor's liaison with the U.S. Embassy Islamabad. The Contractor's employees shall be onsite only for contractual duties and not for any other business or purposes.

Personnel Security. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The Contractor shall provide the names and biographic data for police/security clearance for all Contractor personnel who shall be used on this contract prior to their utilization.

### **3. Evaluation Criteria:**

The Government intends to award a contract/purchase order resulting from this solicitation to the lowest priced, technically acceptable offeror/quoter who is a responsible contractor. The evaluation process shall include the following:

The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements including:

- ☐ Adequate financial resources or the ability to obtain them;
- ☐ Satisfactory record of integrity and business ethics;
- ☐ Necessary organization, experience, and skills or the ability to obtain them;
- ☐ Necessary equipment and facilities or the ability to obtain them

☐ The offeror shall address its plan to obtain all licenses and permits required by local law

(If offeror already possesses the locally required licenses and permits, a copy shall be provided)

Payment Terms:

Contractor will submit consolidated invoice to Financial Management against satisfactory work completed. Each invoice should be itemized per date,

. Payment will be made within 30 days after submission of final and accurate invoice. Net 30 will be commenced on the date of receipt of invoice in the US Embassy Financial Management Centre.

### **Contract Clauses**

Below FAR & DOSAR clauses will apply to this purchase order

DOSAR 652.236-70 ACCIDENT PREVENTION (APR 2004)

(a) General. The contractor shall provide and maintain work environments and procedures which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and, control costs in the performance of this contract. For these purposes, the contractor shall:

(1) Provide appropriate safety barricades, signs and signal lights;

(2) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and,

(3) Ensure that any additional measures the contracting officer determines to be reasonably necessary for this purpose are taken.

(4) For overseas construction projects, the contracting officer shall specify in writing additional requirements regarding safety if the work involves:

(i) Scaffolding;

(ii) Work at heights above two (2) meters;

(iii) Trenching or other excavation greater than one (1) meter in depth;

(iv) Earth moving equipment;

(v) Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI;

(vi) Work in confined spaces (limited exits, potential for oxygen less than 19.5 percent or combustible atmosphere, potential for solid or liquid engulfment, or other hazards considered to be immediately dangerous to life or health such as water tanks, transformer vaults, sewers, cisterns, etc.);

(vii) Hazardous materials – a material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive or unstable, or any operations which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc.; or

(viii) Hazardous noise levels.

(b) Records. The contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The contractor shall report this data in the manner prescribed by the contracting officer.

(c) Subcontracts. The contractor shall be responsible for its subcontractors' compliance with this clause.

(d) Written program. Before commencing work, the contractor shall:

(1) Submit a written plan to the contracting officer for implementing this clause. The plan shall include specific management or technical procedures for effectively controlling hazards associated with the project; and,

(2) Meet with the contracting officer to discuss and develop a mutual understanding

relative to administration of the overall safety program.

(e) Notification. The contracting officer shall notify the contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the contractor or the contractor's representative on site, shall be deemed sufficient notice of the noncompliance and corrective action required. After receiving the notice, the contractor shall immediately take corrective action. If the contractor fails or refuses to promptly take corrective action, the contracting officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any suspension of work order issued under this clause.

(End of clause)

#### CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS

#### AWARDED BY OVERSEAS CONTRACTING ACTIVITIES

(Current thru FAC 2005-36)

#### COMMERCIAL ITEMS

#### FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

#### NUMBER TITLE DATE

52.204-9 Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally controlled

facility or access to a Federal information system)

SEPT 2007

52.212-4 Contract Terms and Conditions – Commercial Items

(Alternate I (OCT 2008) of 52.212-4 applies if the order is time-and-materials or labor-hour)

MAR 2009

52.225-19 Contractor Personnel in a Diplomatic or Consular

Mission Outside the United States (applies to services at danger pay posts only)

MAR 2008

52.228-3

Workers' Compensation Insurance (Defense Base Act)

(if order is for services and contractor employees are covered by Defense Base Act insurance) APR 1984

52.228-4

Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)

APR 1984

52.228-5

"Insurance - Work on a Government Installation" to provide whatever insurance is legally necessary. The Contractor shall at its own expense provide and maintain during the entire performance period the following

insurance amounts:

The following clause is provided in full text:

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (SEP 2009)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (U.S.C. 7104(g))

\_\_\_\_\_ Alternate I (AUG 2007) of 52.222-50 (U.S.C. 7104(g))

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(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

652.228-71

Workers Compensation Insurance (Defense Base Act) –

Services (for services to be performed overseas when the

contract includes covered contractor employees as

defined in paragraph (a) of the clause) Fill-in for

paragraph (c): “(c) The current rate under the

Department of State contract is [contracting officer insert

rate] of compensation for services.”

JUNE 2006

52.249-4, Termination for Convenience of the Government (Services) (Apr 1984).

52.249-8, Default (Fixed price Supplies and Services) (Apr 1984)

FAR and DOSAR clauses can be accessed through following link:

[http://aoepd.a.state.gov/Content/documents/overseas\\_comm-item-fac-2005-36.docx](http://aoepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx)

**Offer Due Date:**

1. Please submit your Price/technical proposal on or before November 25, 2016 at 12:00

noon to Management Office INLP Procurement U.S. Embassy, Diplomatic Enclave,

Ramna-5, Islamabad or Through Email, Qayyumhu@state.gov

2. Please prepare a Price/Technical quotation on your company letterhead in

accordance with Section 2.1 & 4 of this RFQ.

3. Please quote our Request Number 5758284 in all your correspondence regarding this request for price quotation.

